

General Rules and Regulations



HamiltonUtilities
powered by you

City of Hamilton, Ohio

Electric Department

Revised April 28, 2016



Department of Electric

City of Hamilton, Ohio
345 High Street, Suite 450
Hamilton, Ohio 45011
Telephone 513-785-7200
FAX 513-785-7230
www.hamilton-city.org

To Our Customers,

The City of Hamilton Electric Department has a proud tradition of providing reliable service at competitive rates since the 1890s. The Hamilton electric system is Ohio's largest municipal power generator in annual energy production and the state's third largest municipal electric system by annual energy sales. The Department is a regional leader in the development of more environmentally friendly energy resources with a projected 70% of its energy needs supplied by clean, renewable hydroelectric power. The Department employs approximately 120 area residents who provide electric generation, transmission and distribution services in and around the City.

City Council establishes the framework under which the Electric Department conducts business. Two primary codified ordinances govern its operations: Chapter 927–Public Utilities Generally primarily addresses billing and collection policies and procedures, and Chapter 943–Electricity includes the terms, conditions and rates for various classes of electric service.

General Rules and Regulations

Codified Ordinance Chapter 927.09 requires the Director of Electric to develop appropriate rules and regulations regarding Electric Department management, operations and provision of services. These General Rules and Regulations were developed to establish policies and procedures for the provision of safe, reliable electric service.

The Rules and Regulations are designed to address the most common Utility applications and situations that customers encounter and to provide appropriate direction. If you have any questions or need additional information, please contact the Electric Department at 513-785-7200.

Sincerely,
Daniel Moats
Assistant Director of Electric

City of Hamilton, Ohio
Electric Department
General Rules and Regulations



HamiltonUtilities
powered by you

For Provision of Electric Service to
Electric Consumers

**Authorized by the Assistant Director of Electric
of the City of Hamilton**

Effective April 28, 2016

Table of Contents

1. General	5
2. Definitions	5
3. Application for Service	6
4. Service and Service Conditions.....	6
5. Rate Classification.....	7
(a) Residential Classification.....	7
(b) Non-Residential Service Rate Classifications.....	9
(c) Security and Private Area Lighting (PAL) Service Rate Classification	9
6. Available Service Voltages	9
7. Use of Service by Consumer and Limitations.....	10
8. Service Installation	12
Metering.....	12
Underground Services.....	14
Overhead Services	14
Downtown Network Regulations:.....	15
9. Changes in Consumer’s Service Requirements	16
10. Temporary Service	16
11. Service Extensions	17
12. Meter Reading and Meter Testing.....	18
13. Special Services.....	18
14. Deposits.....	19
15. Relocation of Utility Facilities at Consumer’s Request.....	19
16. Emergency and Standby Generating Equipment – Parallel Operation Prohibited.....	19
17. Renewable Photovoltaic and Wind Generating Equipment Interconnection.....	19
18. Supplementary Standby Power Supplied By Utility	20
19. Attachments and Unauthorized Communication Devices Prohibited.....	20
20. Utility Liability and Responsibility.....	21
21. Diversion of Electricity - Discontinuance of Service.....	21
22. Discontinuance of Service for Cause	22
23. Discontinuance of Service/Notice to Consumers.....	23
24. Reconnection of Inactive Electric Service	24
25. Applicable Rates and Selection.....	24
26. Overhead Distribution for New Residential Subdivisions	25
27. Underground Distribution for New Residential Subdivisions	26
28. Access to Premises	26
29. Exhibit “A” – Fees.....	28
30. Exhibit “B” – Requirements for Self Contained Meter Socket Installation	31
31. Approved Meter Socket Specifications	32
32. Exhibit “C” – CT Cabinet, CTs, PTs, & Wire Diagram.....	34
33. Electric Rate Schedules	Error! Bookmark not defined.

City of Hamilton, Ohio

Electric Department

1. General

These General Rules and Regulations address the provision of Electric Service by the City of Hamilton Electric Department, hereinafter referred to as the “Utility,” to its consumers.

As hereinafter used, “Consumer” shall be any individual, firm, corporation, association, political subdivision, or other entity receiving Electric Service from the Utility.

The purpose of these General Rules and Regulations is to set forth rules and regulations for the provision of electric service and to provide guidance for common utility applications and situations encountered by Consumers.

These General Rules and Regulations shall supplement all of the Utility’s Electric Rate Schedules as if fully set forth in said Schedules.

It shall be the responsibility of the Director of Electric (the “Director”) to implement and administer these General Rules and Regulations.

The Director may supplement these General Rules and Regulations with such other administrative rules, policies, and/or specifications as needed to effectively implement and administer these General Rules and Regulations and applicable Rate Schedules and to comply with the intent of same.

2. Definitions

(a) Building or Dwelling Unit Permanency: A building or dwelling unit is considered permanent if all of the following conditions are met:

1. The water system is permanent;
2. The sewage system is permanent
 - a. The structure is located on a permanent foundation as determined by Utility, and;
3. If a mobile home or trailer is involved, all wheels must be removed and the unit mounted on a permanent foundation

(b) Energy Consumption: Energy consumption is a cumulative measure of the Consumer’s electric energy use for a specified time period. Energy consumption is expressed in kilowatt-hours (kWh). Energy consumption may vary with both the size of electric loads and the amount of time that the loads actually operate.

(c) Metered Demand: Demand is a measure of the Consumer’s service capacity requirements upon the Utility system. It is measured in kilowatts (kW). The Consumer’s demand may vary depending on the number and size of loads operating on the Consumer’s service at any given time. Metered demand shall be the highest fifteen- (15-) minute integrated

kW demand, determined to the nearest one-hundredth of a kW, by means of suitable metering equipment.

(d) Point of Service: May be referred to as delivery point. The Utility will extend its facilities to the Point of Service designated by the Utility. The Point of Service may be owned by the Utility at its option. Metering may or may not be located at the Point of Service. Meter location will be determined by the Utility. Each meter and/or voltage level constitutes a separate service. Electric service will normally be provided by means of underground service facilities. Overhead service will be provided at the sole discretion of the Utility. Where energy is to be delivered at a point other than that specified by the Utility, the Consumer shall pay the additional cost involved.

(e) Service Voltage: The service voltage is the voltage supplied by the Utility to the Consumer. All voltages are nominal and subject to standard variations. A Consumer may be supplied with more than one service voltage at the sole discretion of the Utility.

(f) Special Charges: The furnishing of meter equipment, reconnection, disconnection, temporary, and other special services, shall be subject to the schedule of charges set forth in Exhibit A.

(g) Subdivision: Where multiple residences, mobile homes, and/or trailers are determined by the Utility to be permanent housing facilities located on a common tract of land, the same shall be defined and constituted as being a subdivision or park and will be served under the Utility's current policy.

(h) Temporary Service: Temporary Service shall be defined as service to be furnished for a period of less than one (1) year. Temporary Service includes service to installations, structures or buildings that in the Utility's opinion are non-permanent in character. Such Temporary Service also includes service furnished to trailers, carnivals, street fairs, construction contractors, temporary office trailers, portable tools, etc. (See Section 10).

3. Application for Service

All applications for service shall be made at the City Customer Service Department (345 High Street, First Floor), accompanied by all applicable fees and/or deposits as specified hereinafter. If accepted by the Utility, the service application shall constitute a binding contract between the applicant and Utility in conformance to these General Rules and Regulations, and the applicable electric rate schedule. See the City "*Service Application, Billing, Credit and Collections Policy*" for additional information. For new commercial and residential construction, all applicable permits must be completed and submitted to the City Construction Services Department (345 High Street, Third Floor)

4. Service and Service Conditions

(a) The Utility shall specify the location of the Consumer's service entrance and the Utility's electric meter, which shall be installed as specified in Section 8.

(b) Service will not be established until all necessary permits have been obtained and not

until Consumer's wiring installation has been inspected and approved by the governmental authority having jurisdiction over the same. The entire wiring installation shall be installed in accordance with the latest edition of the National Electrical Code and the Utility's specifications and regulations.

The Utility is under no obligation to inspect the Consumer's wiring installation or equipment. However, the Utility reserves the right to inspect the same and to refuse service, or to disconnect any electric service to any installation that is in the Utility's opinion not in compliance with the National Electrical Code and/or the Utility's specifications and regulations.

(c) Where the furnishing of service requires an extension of the Utility's transmission, distribution or other facilities see Section 11.

5. Rate Classification

(a) Residential Classification

Except as otherwise provided (e.g., Section 10), this classification applies to all uses typically considered in the public utility industry as strictly residential, domestic, home, or incidental farm use in character and where not more than one single-family dwelling unit (home, apartment, or mobile home) is served through one meter, except as set forth in Section 4(b) below. The Residential Classification is typically served with 120/240-volt, single-phase service. However, some 120/208-volt, three-wire, network residential services exist and 120/208 three-phase, four-wire electric service may be required in the Downtown Network area.

1. **Multiple Dwelling Units:** At the Utility's option, where service is furnished through a single meter to no more than three (3) dwelling units, apartments, mobile homes and/or trailers, such service shall be billed under the Residential Service Rate Schedule. Where four (4) or more dwelling units, apartments or trailers are served through one meter, the appropriate Non-Residential Service Rate shall apply as specified in Section 4(b) below.

In the event that service to a multiple dwelling unit installation is disconnected or a change in ownership or account name occurs, the Utility reserves the right to require that each dwelling unit be individually metered and billed before service is reestablished.

The owner of an apartment house, or of a single family home that is converted or constructed so as to contain separate and individual living quarters or dwelling units for more than one family, shall install at the owner's expense separate wiring so that each dwelling unit can be metered and billed separately. Where such separate wiring has been installed in accordance with the Utility's specifications, the dwelling unit shall be billed under the Residential Service Rate Schedule. The Utility reserves the right to require all future multiple dwelling units to be individually metered and billed. Building permits and approvals shall be obtained prior to converting the structure from a single family to a multifamily dwelling. House meters, if installed shall be billed under the appropriate Non-Residential Service Rate Schedule.

2. **Trailer and Mobile Home Courts:** Where two (2) or more mobile home, trailers or

the like are configured as permanent dwelling units, such service may, at the Utility's option, be served through a central metering point.

Where more than one (1) unit is served through one (1) meter, the billing procedure shall be as specified under Section 4(a) 1. "Multiple Applicable Dwelling Units." Where four (4) or more mobile homes or trailers are served through one meter, the appropriate Non-Residential Rate Schedule shall apply. However, such service shall not be resold at a profit by the owner or operator. The Utility reserves the right to make (and the owner expressly agrees to permit and cooperate in) such inquiries and investigations as it deems necessary to satisfy this requirement. If this requirement is violated, service shall be subject to disconnection upon 24 hours written notice by Utility.

If the owner wishes to have each unit individually metered and billed, all wiring beyond the structure at which the main service drop is terminated shall be installed, owned, operated and maintained at the owner's expense.

Trailers and mobile homes which do not exhibit characteristics of "dwelling unit permanency" shall be considered temporary and shall receive service as temporary structures in accordance with Section 10.

3. Combined Residential and Non-Residential Service: Where a premises is used and occupied by a Consumer for both non-residential or business purposes and also as a residence, all service supplied through one meter will be billed under the applicable Non-Residential Rate Schedule, or, at the Consumer's option, the wiring may be separated (subject to required City and Utility approvals) and each class of service separately metered and billed accordingly. The Utility will determine whether the service is Residential or Non-Residential for the purposes of rate application.

4. Rooming Houses: Where the primary purpose of electric service, as determined by the Utility, is for domestic use by a single family with boarders being taken in for incidental income, the service shall be classified as residential.

Where the domestic electric service use of such family is incidental and the majority of rooms on the premises are rented or are intended to be rented, it shall be deemed that the principal use is a rooming, tourist or boarding house and therefore the service shall be billed under the applicable Non-Residential Rate Schedule as specified in Section 4(b) below.

5. Religious and Similar Dwelling Units: Individual buildings primarily used for residences of individuals, such as orphanages, children's homes, parsonages, etc., will be served under the Residential Schedule, provided the service is single-phase.

6. Three-Phase Service: This service is not available under the Residential Service Rate Classification, except in the Downtown Network area where three-phase service may be required.

7. Building or Dwelling Unit Permanency: The Utility shall not provide electric service to any building not meeting the definition of "Building or Dwelling Unit Permanency."

(b) Non-Residential Service Rate Classifications

Service under these rate classifications may be provided at the Utility's option on either a "demand" (kW) and "consumption" (kWh) basis or on a strictly "consumption" (kWh) basis. At the Utility's discretion, consumers with an expected or actual average 12-month demand less than 25 kW are classified as Commercial Non-Demand, 25 kW to 200 kW Commercial Demand, 200 kW to 1,000 kW Large Power, and greater than 1,000 kW Industrial.

These classifications and applicable rates shall apply to service furnished for any use that is not strictly residential, home or incidental farm use in character. Note that other rate schedules (e.g. Private Area Lighting) are available for customers who meet specific load or character of service requirements.

Non-Residential Service includes service furnished to more than three (3) dwelling units served through a single meter, churches, trailer parks, restaurants, hotels, rooming houses, nursing homes, apartment houses, tourist courts, schools, orphanages (except as covered by Section 4(a) 4.), stores, professional and other offices, clubs, theaters, businesses, etc., plus all other establishments or activities that are non-residential or non-home use in character.

1. Services: Where three-phase service is furnished to a Consumer under a rate schedule, all service to that Consumer (both single-phase and three-phase) will be billed under the applicable Non-Residential Service rate schedule. If service is supplied to more than one service or meter location, each service or meter will be billed separately.

2. Service Continuity: Where electric service is furnished under these rate schedules, the applicable customer charge and minimum charge shall be effective on a 12-month year round basis and seasonal disconnects, seasonal account name changes, or other interim disconnects will not avoid said customer charge, minimum charge, or minimum billing demand charge.

Building or Dwelling Unit Permanency: The Utility shall not provide permanent electric service to any building that fails to meet the definition of "Building or Dwelling Unit Permanency"

(c) Security and Private Area Lighting (PAL) Service Rate Classification

This schedule is applicable to any Consumer whose requirements comply with the terms and conditions set forth in the Private Area Lighting Service Rate Schedule and who contracts for such service in writing.

6. Available Service Voltages

(a) Service Voltage: The Utility's standard service voltage is single-phase, 120/240 volts, three-wire, 60 Hertz and is available to all Consumers, except in areas served by the Downtown Network. Following is a list of all nominal voltage levels both single-phase and three-phase that the Utility may elect to offer and/or require.

Secondary Services

1. 120 volts, two-wire, single-phase service. (Available only at Utility's option)
2. 120/240 volts, three-wire, single-phase service.
3. 120/208 volts, Wye-connected, four-wire, three-phase service.
4. 240 or 480 volts, three-wire, Delta three-phase.
5. 277/480 volts, Wye-connected, four-wire, three-phase service.
6. 120/240 volts, Delta connected, four-wire, three-phase service (Available only at Utility's option and when existing Delta transformer bank is installed.)
7. 120/208 volts, three-wire, Downtown Network service (Available only at Utility's option)

Primary Services

1. At Utility's available distribution voltage.
2. At Utility's available transmission voltage.

As to the availability of three-phase service, see Section 6(c) below.

(b) Other Voltages: Where Consumer desires service under voltage or phase conditions that differ from those offered by the Utility, any required transformers, conversion or accessory equipment shall be supplied, operated and maintained by the Consumer at the Consumer's sole expense—all in accordance with the Utility's requirements.

(c) Three-Phase Service: Three-phase service may, at the Utility's option, be furnished where three-phase facilities of adequate capacity are already installed, or where, as determined by the Utility, it is economically feasible to extend such three-phase facilities. See Section 11(a).

(d) Multiple Services: The Utility will generally provide only the highest service voltage requested by the Consumer. If additional utilization voltages are necessary within the facility, the Consumer will provide appropriate transformation to serve these requirements at the Consumer's expense.

(e) Substation Equipment: For large or unusual loads, the Utility reserves the right to require the Consumer to take service at primary or transmission voltage and to require the Consumer to furnish the necessary complete substation equipment in accordance with the Utility's requirements. In such an event, an appropriate rate discount for customer transformation equipment ownership shall apply unless the Utility otherwise agrees in writing.

Where the Consumer furnishes the necessary complete substation, such equipment shall be owned and maintained by the Consumer and shall include the necessary switches, transformers, structure, controls and protective equipment and shall be of such quality and construction as meets Utility approval.

7. Use of Service by Consumer and Limitations

(a) Service is for Exclusive Use of the Consumer: Electricity supplied by the Utility is for the exclusive use of the Consumer on the premises to which such energy is delivered by the Utility except as is specifically provided in Section 4 with respect to "Multiple Dwelling Units" and

“Trailers and Mobile Homes.” Service shall not be shared with another premises or customer, sold to another customer at a profit or transmitted off the premises. If this restriction is violated, the Utility reserves the right to discontinue service without notice.

(b) **Interconnection of Buildings:** Where the Consumer's installation contains two or more buildings in a single complex, the Consumer, at Consumer's expense and responsibility, and subject to Utility approval, may interconnect such buildings so as to enable Consumer to receive all of Consumer's electric service requirements at one service and meter location and to be so billed.

The privilege is not transferable and automatically terminates if and when the buildings cease to be a part of a single establishment, or are separately owned and operated.

(c) **Each Service to be Billed Separately:** Each service and/or meter location will be metered and billed separately. In addition, each service voltage shall be separately metered and billed, the same as though each service voltage was supplied to different individual Consumers. The Utility reserves the right to combine or “totalize” bills at its sole discretion.

(d) In a non-residential, multitenant building such as a shopping center, each tenant space shall be served through one electric meter. The Consumer shall be responsible for combining or upgrading the electric service to make provisions for one electric meter to serve each space.

(e) **Residential Motor Size Limitations:** Service under the Residential Service Rate Schedule shall not be used for the operation of individual motors with a nameplate rating greater than 15 horsepower (HP) unless written permission is obtained from the Utility.

(f) **Reduced Voltage Starting of Motors:** The Utility reserves the right to require motors to be equipped, connected and operated by means of reduced voltage starting. The reduced voltage limits shall be as specified by the Utility. The reduced voltage starting equipment may be built into the motor itself or may be external to the motor.

(g) **Consumer's Equipment to be Acceptable:** The Consumer's electrical equipment shall be of an approved design, operated and controlled so as to not cause electrical disturbances on the Utility's electric transmission and distribution system or to be detrimental to service furnished to other Consumers. Failure to comply with these requirements may result in service disconnection as provided in Section 22(e).

(h) **Power Factor Correction Equipment and Voltage Control:** The Utility reserves the right to require the Consumer to install, at the Consumer's expense, power factor correction and/or load-limiting equipment as needed to limit load and voltage fluctuations.

(i) **Load to be Balanced on Circuits:** The Consumer shall use reasonable care in designing electric wiring and circuits and also connection of loads to circuits so that loads on individual phases and circuits of the Utility's service are properly balanced at all times. The Utility reserves the right to direct the Consumer to balance electric loads.

8. Service Installation

Metering

- (a) **Meter Location:** The Consumer shall furnish and maintain without charge a suitable meter location as specified by the Utility. No meter shall be installed in any location where it may be exposed to environmental conditions beyond its intended design specifications or where it may be exposed to mechanical damage.
- (b) **Meter Accessibility:** In the event an owner makes a structural change that results, in the opinion of the Utility, in an undesirable meter location, the meter socket, meter cabinet and/or service entrance installation shall be relocated by the Consumer at the Consumer's expense to an accessible location determined by the Utility.
- (c) **Meter Socket Base:** The meter socket base shall be provided and installed by the Consumer's electric contractor at the Consumer's expense and at a location specified by the Utility unless a current transformer (CT) cabinet is specified.
- (d) **Metering Equipment:** All meters, including instrument transformers, shall be furnished, owned and maintained at the Utility's expense.

Outdoor self-contained, socket-mounted electric meters shall be installed by the Utility. All electric metering equipment shall be installed outdoors. If an outdoor meter installation is impractical, the meter may be installed inside at the Utility's sole discretion. The Utility must be able to freely access its electric meter at all reasonable times. Meter sockets shall be mounted not less than four and one-half (4.5) feet or more than six (6) feet above ground or ground line, as the case may be.

The premises' permanent service address shall be clearly visible from the street or road on the building or structure receiving electric service.

Where a premises requires more than one meter such as an apartment house, all meter sockets shall be located side-by-side or grouped at the same location. All meters and service feeder disconnects shall be permanently marked by an engraved plaque or plate and arranged in sequential order. These permanently engraved plaques must be in place before electric service will be established. The permanent service address must be in place before final electrical approval will be granted. No meter shall be mounted less than eighteen (18) inches above grade or greater than six (6) feet above grade.

When two or more houses or dwelling units are combined in one structure, all meter sockets shall be relocated to a single location. In all remodeling where the meter is changed or moved or wiring changes made, outdoor meter sockets and an approved new service entrance shall be installed by the Consumer at the Consumer's expense. Repairs to the premises' electric service including replacing service cable, meter socket, service disconnect or panel board require that the meter socket be relocated to the structure's exterior.

In all metering installations requiring instrument transformers, whether single-phase or three-phase, the Consumer shall provide and install a Utility-approved cabinet with a minimum size of 44 inches x 30 inches x 10 inches for the instrument transformer installation. The Utility will

permit up to four (4) parallel sets of 750 thousands of circular mils (kcmil) service conductors to be installed in a cabinet type installation. Meter bases for current transformer-rated services will be furnished by the Utility upon payment of appropriate fees, as specified in Exhibit A. For larger services, the Consumer shall consult with the Utility for metering requirements. Instrument transformers and devices shall be installed by the Consumer in the service wiring at the Consumer's expense and according to Utility specifications. A maximum of 100 feet of one-inch conduit shall be installed between the instrument transformer cabinet and the meter base. Location of the meter socket base shall be determined by the Utility. Secondary connections between instrument transformers and the meter shall be installed by the Utility.

All electric meters shall be installed by the Utility.

(e) Utility May Seal Metering Equipment: The Utility reserves the right to seal all meter-related equipment regardless of ownership.

(f) The Utility reserves the right to install locking devices on any device to prevent the diversion or theft of electric service regardless of ownership.

(g) Meter Wiring Sequence: The meter wiring sequence, with or without current transformers, shall meet the requirements of the current National Electrical Code and Utility requirements. In general, the following sequence will apply to most residential and small non-residential service applications: service entrance, electric metering equipment, main service entrance switch and/or protective device, load. Contact the Utility Engineering Division for information regarding other installations.

(h) Central Secondary Metering Pole: If the Consumer's service requirements justify installation of a centrally-located metering pole (to be located as determined by Utility); the Utility reserves the right to require the Consumer to install, at the Consumer's expense and to the Utility's requirements, such a centrally-located service pole. When, as provided above, the Utility elects to require installation of such a centrally-located service pole, the Utility will furnish the necessary service wires and attachments to the metering pole, including any necessary guying to support Utility facilities. The Consumer shall install, own and maintain at the Consumer's expense any required meter loop and approved service wiring. The Consumer shall also install, at the Consumer's expense, such protective devices as may be required by the Utility and/or the National Electrical Code.

(i) Underground Primary Metering Cabinet: In the event that metering is accomplished at a primary metering cabinet, the Utility shall specify, install, own and maintain the required instrument transformers and cabinet. The cabinet costs shall be the Consumer's responsibility. The concrete metering cabinet pad shall be installed per Utility specifications by the Consumer at the Consumer's expense.

(j) Overhead Primary Metering Pole: In the event that metering is accomplished at primary voltage, the Utility shall install, own, and maintain the required instrument transformers and mounting brackets. Contact the Utility for additional information.

Underground Services

(a) **Underground Residential Secondary Service Requirements:** The Consumer shall, at the Consumer's expense, excavate a trench in conformance to Utility specifications and install electrical conduit and a service lateral between the Consumer's service entrance location and the Utility-specified point of connection. Upon completing the installation and appropriate inspection, the Consumer shall backfill the trench at the Consumer's expense. The entire underground service installation shall be owned, operated and maintained by the Consumer at the Consumer's expense.

(b) **Installation details:** Secondary service conductors shall be installed in conduit at a depth of 36 inches below finished grade. Backfill material shall be free of rocks and debris. Service conductors shall be placed in electrical conduit for the transition from underground trench to the above ground meter socket and shall use appropriate fittings for cable protection. The Consumer shall provide sufficient extra cable and appurtenances to protect the service from physical damage and to allow the Utility to connect the service wires to its electric distribution facilities at the designated location.

(c) **Underground commercial and/or industrial service:** When a commercial or industrial Consumer requests an underground service installation, the Consumer shall provide all trenching, backfill, primary and secondary conduits, transformer pad (if required) and secondary cables—all in accordance with Utility requirements.

Overhead Services

(Where allowable on existing structures only)

(a) **Overhead Service Drop:** The Utility will furnish, own, maintain, and install the necessary overhead "service drop" wires, extending from the Utility distribution facilities to the Consumer's point of attachment located on Consumer's premises, mast pipe, or other structure. Said terminating facilities shall be located so that the Utility can span its wires directly and in such a manner that its service wires will always have adequate clearance in accordance with the National Electrical Code and the National Electrical Safety Code and free from trees and other obstructions.

For mobile homes and trailer courts, where the trailers are individually metered and billed, the Utility shall install only the main service drop. The Consumer shall furnish and install the necessary individual meter sockets at the Consumer's expense to Utility specifications.

(b) **Service Drop Insulated Attachment:** The insulated service drop attachment shall be furnished, installed and maintained by the Consumer and the location of the same shall conform to and meet all National Electrical Code and/or National Electrical Safety Code requirements including safety, mechanical strength and clearance. The Consumer is solely responsible for the adequacy and maintenance of the service drop attachment. The Utility will connect its service drop conductors to Consumer's service entrance wires that extend down to the electric meter socket base.

Service Entrance Mast Pipe: If a service entrance mast is required, it shall be galvanized rigid metal conduit not less than two (2) inches nominal diameter and shall be attached to the exterior wall of the premises served by means of adequate approved fastening devices. The

Utility reserves the right to require the Consumer to provide adequate guying of the service entrance mast pipe.

The mast pipe and/or conduit shall be continuous, extending from the service entrance weather head located at the top of the mast pipe to the meter socket base.

The service entrance mast pipe shall extend above the roof surface so that the point of attachment of the Utility's service wires to the mast pipe will not be less than thirty-six (36) inches above said roof line.

(c) **Service Entrance:** The service entrance is the facilities that consist of approved service entrance cable or conduit (enclosing service conductors) and appurtenances. Said conductors shall extend from the point of Utility attachment to the meter socket and thence to and including the Consumer's main service disconnecting means. The service entrance shall be installed, owned and maintained by the Consumer at the Consumer's expense.

Upon special application, the Utility may permit two- or three-wire service entrance installations of less than 100 ampere capacity for signs, etc., where the load requirements, as determined by the Utility, justify the same. In no event will two-wire service be furnished except at the Utility's option.

The service entrance installation shall conform in every respect to the Utility's specifications.

Downtown Network Regulations:

The Consumer's electrician must extend the service conduit to the nearest service manhole. If open cutting a sidewalk and/or street is required, the Consumer (or the Consumer's representative) must obtain the required City cutting permits and restore cut surfaces in accordance with City requirements.

The Consumer's electrician must install in conduit four copper wires of proper size (three phases and one neutral). The electrician's attention is called to special NEC requirements for neutral conductors in a Wye service. Sufficient free length of conductor must be provided in the manhole for connection of the service to the network connecting "mole" without a splice in the service conductors. The Utility will make all connections of service conductors to the network. The Utility will supply all material, limiters, sockets, boots, etc. to make the connection at no additional cost to the Consumer.

Services shall, in so far as possible, consist of a single copper conductor per phase. The largest permissible service conductor is 750 kcmil, and the smallest conductor (except with prior written Utility authorization) shall be #1/0. Only standard trade sizes of conductor shall be used. Conductor materials other than copper may be used only by prior written Utility approval.

Panel boards serving lighting and other single-phase loads should be replaced with three-phase, four-wire lighting panel boards whenever possible. If single-phase panel boards are approved to remain, the feeders must be balanced across the service to reduce unbalanced currents to the lowest possible level. No new single-phase panel boards shall be installed.

Available fault current from a secondary network is very high (approximately 100,000 amperes). This requires use of current-limiting fuses in all main positions. Current limiting

fuses must be Underwriters Laboratories (UL) class K-5 (200,000 RMS ampere interrupting capacity) where standard fuse holders are not being replaced and must be UL Class J or Class L (200,000 RMS ampere interrupting capacity) where new switches and fuse holders are being installed.

9. Changes in Consumer's Service Requirements

Additional Capacity Requirements: In the event a Consumer makes application for additional or reduced capacity, the Utility will provide such additional facilities as required, in the judgment of the Utility, to adequately serve the Consumer's requirements.

Upon request, an estimate will be provided for Utility costs associated with changes to the Consumer's service requirements to be paid by the Consumer.

If the Consumer is not the owner of the premises being served, written permission from the owner shall be required prior to commencing any engineering or construction work.

10. Temporary Service

(a) **Temporary Service:** Whenever the service requested by the Customer is temporary, special, short-term or emergency in character, such service shall be classified as Temporary Service. Temporary Service shall not exceed a period of one year. For such service, the complete cost of installation and removal of facilities, including all material, labor, insurance, transportation, and other indirect expenses, shall be paid by the Consumer.

(b) **Temporary Service Connection Charge:** To recover the Utility's cost to establish and remove Temporary Service as defined above, the Consumer shall be subject to the special services charge, as set forth on Exhibit A.

(c) **Temporary Service equipment shall be installed on the Consumer's pole:** All such Temporary Service drops shall be supported on a pole or post as approved by the Utility and shall be installed by the Consumer at the Consumer's expense. Electric meters and Temporary Service electric equipment shall not be attached to Utility-owned poles.

(d) **Aid-To-Construction Advance By Consumer:** Whenever electric service requested by the Consumer is Temporary Service as defined in Section 10(a) above, the Utility reserves the right to require the Consumer to advance to the Utility a deposit to recover the Utility's estimated cost of all facilities, materials, labor, and Utility overheads associated with such Temporary Service installation and removal. Such deposit shall be paid to the Utility prior to commencement of construction. At the end of the Temporary Service period, when actual costs have been determined, the Utility will either render an additional billing or will issue a refund for the difference between the deposit and the Utility's actual costs.

In addition to an aid-to-construction deposit, such Temporary Service shall also be subject to any applicable special service fees for the type of service involved.

Applicable Rates to Apply: All Temporary Service for construction work, whether for Residential or Non-Residential construction, shall be billed under the Utility's applicable Non-

Residential Service Rate.

(e) Temporary Service Drops: For Temporary Service furnished to individual small single-phase loads, such as mobile homes, house trailers and small construction projects (including single-family homes and small buildings, portable tools, etc.), the Utility will install a standard Temporary Service drop, at the Consumer's expense, as specified in Exhibit A.

Where the Temporary Service installation requires additional facilities in excess of the aforesaid standard service drop (such as an extension of the Utility's primary line), such additional facilities are subject to the provisions set forth in Sections 10 and 11.

11. Service Extensions

(a) Single-Phase and Three-Phase Extensions: The Utility will extend its electric distribution facilities to provide service to new Consumers for installations that, in opinion of Utility, consist of a permanent structure, normally occupied with electric service being used on a year-round basis.

All transformer pads will be constructed or placed by the Consumer according to Utility specifications.

Installation of primary conduits, secondary conduits, and secondary conductors shall be the Consumer's responsibility and installed per Utility specifications and the National Electrical Code. Primary junction box will be placed by the consumer according to utility specifications.

Consumer shall grant a utility easement, to the City, for constructing, operating, maintaining, and repairing any primary electric extension that is on the Consumer's property (via City approved easement form). Consumer shall bear all costs associated with utility easement preparation and recording.

When the projected revenue from extension, enlargement, or expansion of Utility facilities is insufficient to justify (in the Utility's sole judgment) the capital investment for such extension, enlargement or expansion, the Consumer shall (a) advance an aid-to-construction contribution sufficient to cover the shortfall between the projected revenue and the required revenue; (b) enter into a mutually agreeable contract to reimburse the Utility over a specified period of time for recovery of said shortfall; or (c) a combination of the above.

(b) Contract and Financial Requirements: A mutually agreeable contract covering service extensions, enlargements or expansions will be subject to the following conditions:

1. The Consumer shall be financially responsible, as determined by the Utility, to fulfill the financial and other obligations specified by the written contract.
2. The Consumer's installation, equipment and buildings shall, in the opinion of the Utility, be of a permanent nature.
3. The monthly charge shall not be less than the sum of the minimum charge as determined in accordance with the applicable rate schedule plus an additional amount to be paid over a sufficient term to satisfactorily recover the Utility's investment referred

to in (a) above.

4. The above contracted monthly minimum charge shall be applicable continuously for the duration of the contract whether or not service is disconnected.

5. In connection with any extension or enlargement of Utility facilities required to supply three-phase service, the Utility reserves the right to require the Consumer to install a complete substation, and the applicable substation ownership discount shall be applied.

12. Meter Reading and Meter Testing

(a) In the event of meter stoppage or failure of any meter to register the full amount of energy consumption, the Consumer shall be billed for estimated consumption for such period based upon Consumer energy use in a similar period of like use.

(b) When a meter's accuracy is questioned, upon written request from the Consumer, the Utility will test the meter by comparing it with a standard test meter. If the meter is found to be accurate within plus or minus 3%, the Utility will charge the consumer, as specified in Exhibit A, to be included and paid together with the bill in question. Prior to any test, the Utility will add the meter test charge to the consumer's monthly invoice.

If the meter being tested is found to be greater than 3% slow or fast, no charge shall be made for testing and the Utility will adjust the Consumer's bill in proportion to the error (either fast or slow) for the period covered by the bill in question and to the date of installation of a new meter, but said adjustment period shall not exceed the previous 12 months.

(c) Meter Reading: Each meter shall be read by a Utility employee or representative at least once in every twelve- (12-) month period.

Should a meter reading not be received for the Consumer's account, the Utility will use its best judgment to determine the estimated usage for that billing period.

(d) The Utility may opt to read meters remotely utilizing a variety of appropriate technologies. Consumer agrees to cooperate with the installation, operation and maintenance of said meter apparatus by the Utility or its contractor.

13. Special Services

(Charges for connection and reconnection of service, etc.)

To recover the additional expense incurred by the Utility to furnish special services requested or caused by the Consumer, such as connection of service, collection of accounts, meter testing, etc., the charges and requirements set forth on Exhibit A and subsequent revisions thereof shall apply.

14. Deposits

Payment of any charges under Section 10, 11, 12, or 13 shall in no manner be considered as payment or prepayment of any charges for electric service or to secure payment of same.

15. Relocation of Utility Facilities at Consumer's Request

(a) When, solely for the Consumer's convenience, the Customer requests that the Utility relocate its facilities on the Consumer's premises, the Consumer shall pay the Utility the actual cost of relocating said facilities. The Consumer will be responsible for any required changes to service entrance wiring or to the underground service line. All requests concerning utility relocations shall be made in writing.

(b) Where it is necessary for the Utility's convenience to relocate the Consumer's service entrance wiring, all expense incident to such relocation shall be borne by the Utility, who will specify the new point of delivery and meter location.

(c) Where secondary service is located outside the boundaries of an approved right-of-way or easement on the Consumer's property, the Utility will relocate said facilities at no expense to the Consumer.

(d) Basis of Charges: The Consumer shall pay for such relocations based on the following considerations:

Construction cost* + Labor of Removal* – Applicable salvage

* Including applicable indirect costs.

The Utility may provide the Consumer an estimated relocation cost. The Consumer shall pay the Utility the actual cost of relocating said facilities.

16. Emergency and Standby Generating Equipment – Parallel Operation Prohibited

The Utility permits the use of emergency generating equipment if electric service is interrupted.

Such generating equipment shall be installed strictly in conformance to the Utility's requirements. The Consumer shall provide and install all necessary transfer equipment which shall be designed and installed to prevent interconnection of the Utility and emergency generating equipment.

The Utility reserves the right to disconnect electric service without notice if the Consumer's generating equipment installation does not at all times comply with these provisions and requirements.

17. Renewable Photovoltaic and Wind Generating Equipment

Interconnection

(a) See the City of Hamilton “Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities 25 kW_{AC} or Less” for information on interconnecting Consumer-owned renewable electric generating facilities

18. Supplementary Standby Power Supplied By Utility

When the Consumer utilizes other sources of energy supply, and desires that Utility provide backup or standby capacity and/or service as a second power supply source, such standby service may be furnished only by a contract setting forth the terms and conditions of such service as well as minimum and other charges to be paid by the Consumer for such service. Such service and charges shall be at the Utility’s sole discretion and shall be designed to recover the Utility’s costs (i.e. material, labor, administrative overheads, operating, capacity, transmission, etc.) of providing such service.

19. Attachments and Unauthorized Communication Devices Prohibited

(b) No wires, cables, guys, structures, equipment, hardware or any appurtenance of whatever character owned by any individual, firm or corporation shall be attached, connected, supported or otherwise make use of any poles, equipment, facilities or any appurtenance owned by Utility except under a written attachment agreement between the Utility and the applicable individual, firm or corporation.

(c) All unauthorized attachments or appurtenances on Utility facilities may be removed without advance notice to the violator. The cost of removing such unauthorized attachments or appurtenances shall be charged to the owner thereof. The Utility shall not be liable for loss or damage caused by removal of unauthorized attachments and appurtenances.

(d) The Utility shall not be liable for damage or interference caused by Consumer-owned communication devices.

(e) If a Consumer installs equipment on Utility poles or other facilities without a written attachment agreement, the Utility will provide notice to such Consumers to remove such attachments or to enter into a written attachment agreement with the Utility for the same. Such Consumer attachments or contacts shall not be replaced or renewed on Utility facilities, unless a written agreement authorizing such attachments is executed by the Utility and Consumer. In the event that the Utility requires, for its convenience, either use of the space occupied by said Consumer attachments or to relocate its facilities, the Consumer shall promptly remove said attachments. The Utility reserves the right to remove or relocate said attachments or its facilities without advance notice in the event of an emergency.

(f) Please Reference “Pole Attachment Tariff” for further details.

[Click here for “Pole Attachment Tariff” Document](#)

20. Utility Liability and Responsibility

As used in this section, Consumer and/or Property Owner are one and the same.

(a) Utility responsibility ends at the Point of Service. Consumer shall be solely responsible for all wiring, equipment and appurtenances located beyond the point where Utility wires and fixtures are first connected to Consumer's wiring equipment. Said Point of Service will normally be where Consumer's service entrance wires are connected to the Utility's service drop conductors for overhead services and the secondary terminals of the transformer or junction box for underground services. Where the Utility's metering equipment is installed within the Consumer's wiring system, said delivery point shall also be defined and considered as the point where the Utility's service wires first contact the Consumer's wiring or service entrance conductors.

(b) The Utility is not responsible for electric energy consumption beyond the Point of Service. The Consumer and/or Property Owner shall be responsible for all electric energy consumed at Consumer's premises. Consumer shall be further responsible for any injuries to persons or property arising from, caused by or incident to Consumer's failure to properly install, operate or maintain any wiring, appliances or other appurtenances located on the Consumer's side of the aforementioned Point of Service, including any defects in Consumer's wiring and equipment. The Consumer and/or Property Owner shall be further responsible for any damage to the electric service caused by tenants or others.

(c) The Utility will endeavor to furnish regular and uninterrupted electric service in accordance with prudent utility practice but shall not be liable for damages in case such service is interrupted, reduced or fails by due to an act of God, the public enemy, accidents, strikes, legal process, State or municipal actions, breakdown or damage to Utility generation, transmission and/or distribution systems, scheduled or unscheduled maintenance or replacement, failure of suppliers or any other cause.

(d) The Utility shall not be liable for damages if electric service is discontinued for cause as set forth under Section 21.

(e) The Utility will provide and maintain the electric service line or service connections, transformers (if Utility-owned), meters and other appurtenances as required to furnish service to its Consumers in accordance with prudent utility practice. All such equipment and appurtenances shall be owned, operated and maintained by Utility.

21. Diversion of Electricity - Discontinuance of Service

In the event that the Utility determines that its metering equipment and/or its wiring or connections have been tampered with, the following procedure will be applicable:

(a) The Utility reserves the right to discontinue electric service immediately without notice to the Consumer or any premises for any of the following reasons:

1. If electricity-consuming devices are connected ahead of the Utility meter or metering equipment, or if connections or devices of any kind are found installed on the

premises of a Consumer that may have prevented or could prevent the meter from accurately registering the total amount of demand and/or energy consumed or to be consumed at the premises.

2. If Utility inspection reveals or indicates that any wiring, connections, seals, conduits, equipment or appurtenances have been tampered with and that said interference and/or tampering may have prevented or could prevent the meter from accurately registering the total amount of demand and/or energy electricity consumed or to be consumed at the premises.

(b) Upon disconnection of service for any of the preceding reasons, the following procedure shall apply and be followed before service is restored:

1. The Utility shall assist the Director of Finance, in any reasonable manner, to estimate and/or calculate the amount of unmetered demand and/or energy consumed and shall have the right to inspect the premises and to make an accurate survey of all current-consuming devices to arrive at the probable quantity of unmetered electricity used by the Consumer.

2. The Consumer shall pay for all metered and estimated unmetered demand and/or energy consumed at the premises in accordance with the applicable rate schedule, plus any damages to Utility metering equipment and/or service installation.

3. As referred to in Section 13 and Exhibit A, reconnection charges shall be paid by the Consumer to recover all additional expense incurred by the Utility to investigate and correct the tampering/theft of service issue.

4. The Consumer shall install, at the Consumer's expense, all necessary rigid conduit and/or approved cable plus such protective devices that will, in the Utility's opinion, minimize the risk of future tampering with Utility metering equipment. If the Utility so determines, the Consumer shall also pay all expenses of relocating the Utility's metering equipment to another location, such as outdoors, on the Consumer's premises or elsewhere, so as to prevent future diversion or theft of electricity from the Utility.

The above does not affect, waive or modify any possible action or prosecution under the laws and criminal statutes of this State pertaining to theft of service. Responsibility for investigation, possible prosecution, and enforcement of this Section shall be as specified in Section 927.12 (d) of the City's codified ordinances.

22. Discontinuance of Service for Cause

The Utility reserves the right to discontinue electric service and to disconnect its service and/or remove its equipment and facilities from the Consumer's premises for any of the following reasons:

(a) Causes as listed in the City "Credit and Collection" policy, violation of ordinance prohibitions on resale of electric service, or failure to comply with any of these General Rules and Regulations.

- (b) For fraud or to prevent fraud, involving diversion or theft of electricity as specified in Section 21.
- (c) When the Consumer moves from the premises or requests disconnection of service.
- (d) For willful damage or destruction of Utility property located on the Consumer's or the owner's premises and for non-payment of such property damaged or destroyed by the Consumer or owner.
- (e) If the Consumer's service is detrimental to the service furnished to other Consumers by the Utility and the Consumer fails or refuses to correct the situation after reasonable notice has been provided to the Consumer by the Utility.
- (f) For any unsafe or hazardous installation that jeopardize the safety of the public or Utility staff or property of the Utility, Consumer, or property owner.
- (g) For destruction or damage to the Consumer's or owner's meter socket base enclosure.
- (h) For unauthorized attachment of devices to the Utility's facilities.
- (i) For evidence of tampering with, removing, cutting, or disabling any locking device or seal for any purpose.
- (j) When continued furnishing of service by the Utility is determined to be incompatible or unlawful by reason of an order issued by a State or federal government regulatory authority or by any political subdivision thereof.
- (k) For unauthorized reconnection of electric service.

Any such service disconnection shall not terminate or reduce the term of any contract between the Utility and the Consumer, nor shall it abrogate any applicable service fees or minimum charges.

To the extent applicable, disconnection and reconnection of service for any of the above causes shall be subject to the charges specified in Exhibit A.

23. Discontinuance of Service/Notice to Consumers

Notice to discontinue electric service may be given to the Consumer by any of the following methods:

- (a) Notice provided by an authorized Utility representative to the Consumer or to the Consumer's agent or employee on the premises verbally, personally, by telephone or electronic mail.
- (b) Written notice by prepaid mail deposited in the United States Post Office and addressed to the last known address of the Consumer or property owner of record.

(c) Written notice by hand delivery addressed to the last known address of the Consumer or property owner of record.

(d) If service disconnection is for a situation that may jeopardize the safety of the public or Utility staff or the Utility's, Consumer's or owner's property, service may be disconnected without notice. In such an event, the Utility will provide subsequent verbal or written notification that describes the safety concern.

24. Reconnection of Inactive Electric Service

When electric service has been inactive for a period of one year or more, the Consumer shall obtain an electric permit and inspection prior to electric service reconnection. These costs shall be the responsibility of the Consumer or owner of record.

Electric service reenergize without Electric Inspector's Approval

When an occupied building has electric service disconnected for a repair that requires a permit and inspection approval, and the repair takes place outside City business hours, Utility staff can allow the electric service to be reenergized without Electric Inspector approval only when the following requirements are met:

1. The service repair is completed by an electrician registered to perform electric work within the City of Hamilton. An updated list of registered electricians is available at <http://www.hamilton-city.org/Modules/ShowDocument.aspx?documentid=9495>
2. The registered electrician shall obtain the required electric permit on the next immediate business day and schedule an electric inspection for that same day if possible, but no later than the next business day.
3. If the permit is not obtained or if the inspection is not approved, then electric service shall be immediately disconnected and shall remain disconnected until corrections have been made by a registered electrician and approved by the Electric Inspector.

25. Applicable Rates and Selection

(a) Complete schedules of all rates, including these General Rules and Regulations shall be available for inspection upon request by any Consumer at the Utility office during regular office hours.

(b) The Utility shall determine the applicable rate schedule based on the character of electric service provided.

(c) Utility rate changes shall be applicable with the first regular billing period following the effective date of such rate changes or as may be otherwise specified by the Utility.

(d) The Utility assumes no responsibility for selection of the most advantageous rate option for the Consumer if multiple options exist. However, Utility will, at the Consumer's request,

assist in evaluating applicable Utility rate option(s) when computed on a 12-month basis, based on the following:

1. In the case of a new Consumer, the evaluation shall be based on estimated 12-month demand and/or energy requirements furnished by the Consumer to the Utility.
2. In the case of an existing Consumer, the evaluation shall be based on the Consumer's actual demand and/or energy requirements during the most recent 12-month period or such other period identified by the Consumer as more representative of projected demand and/or energy consumption at the premises.
3. If load is to be added to the Consumer's existing requirements, the evaluation shall include the estimated additional demand and/or energy requirements furnished by the Consumer to the Utility, combined with historical or projected data as in Section 25(d) 2. above.

The Consumer shall request any change in rate classification in writing. A change of premises use, such as business use to residential, shall require prior Utility approval and notification from the City building department prior to any change in rate classification.

4. Any change in rate classification shall not apply retroactively to previous Consumer bills.
 5. Any rate classification change will remain in effect for 12 consecutive months.
- (e) In the case of a written contract between the Utility and Consumer, the rate specified in the contract, including customer charge, minimum charge and related matters shall apply, including any revisions thereof. Said rate may be subject to change by mutual agreement of the Consumer and the Utility.
- (f) Any wiring and/or equipment changes required for the Consumer to qualify for an alternate rate schedule shall be at the Consumer's expense.
- (g) If a conflict occurs between any provision set forth in these General Rules and Regulations and a service agreement or contract with the Consumer and/or the Applicable Rate Schedule ordinance, the provisions set forth in the service agreement or contract shall have precedence and govern, followed by provisions of the Rate Schedule ordinance and these General Rules and Regulations.

26. Overhead Distribution for New Residential Subdivisions

Effective on December 8, 2000, City Ordinance 943.03 requires that all electric service provided to new subdivisions be installed underground.

27. Underground Distribution for New Residential Subdivisions

A new residential subdivision consists of multiple lots or tracts of land designed to receive Utility electric service. The Utility shall determine what constitutes a subdivision and if the policy set forth in this section applies.

The Utility will extend its distribution facilities to serve new residential subdivisions subject to the following terms and conditions:

- (a) The developer's subdivision plat, including all required rights-of-way and utility easements, has been recorded and approved by zoning authorities, political subdivisions and all governmental bodies having jurisdiction over the same, including specified dates for commencement of construction and completion of the subdivision. Developer must provide Utility with an easement for each property. All Easements shall be recorded and approved at the expense of the developer.
- (b) **Suburban Street Lighting:** Developers desiring street lighting in subdivisions located outside the City limits must enter into an agreement to compensate the Utility for the costs of installation, operation and maintenance of said lighting.
- (c) **Ornamental Street Lighting:** If the Developer desires ornamental street lighting that conforms to the Utility's standards and specifications, the Developer shall pay, in advance, an aid-to-construction contribution equal to the difference in cost for ornamental street lights and all related material, equipment and labor related to the installation of such lights that exceeds the cost of street lights typically installed by the Utility. The Utility will install, own, operate and maintain all street lighting equipment.
- (d) Backfilling of trenches shall not be performed until all underground telephone and other telecommunication facilities have been installed if the same are to be installed in the electric trench.
- (e) **Establishment of Service:** Service will not be established to any premises until all contract terms and other Utility requirements have been fulfilled by the Developer or owner to the Utility's full satisfaction, including provision of all required rights-of-way or easements to allow extension of Utility service throughout the subdivision.

Electric services for new residential dwellings will be installed underground per the Utility's specifications and the National Electrical Code.

28. Access to Premises

Any properly identified representative of the Utility shall, at all reasonable hours, have unrestricted access to the Consumer's premises for the purpose of inspecting the Consumer's electric installations and equipment and for the purpose of reading, repairing, testing or removing the Utility's meter and other property. When, in the opinion of the Utility, emergency conditions exist with respect to the Utility's service, the Utility's representative shall have immediate and unrestricted access to the Consumer's premises.

Authorized by the Assistant Director of Electric of the City of Hamilton:

APPROVED:

A handwritten signature in blue ink that reads "Daniel J. Moats". The signature is written in a cursive style with a large initial 'D'.

Daniel Moats

DATE: **4/28/16**

Exhibit “A” – Fees

City of Hamilton Electric Department

The following fees are currently in effect until further notice:

1. No fees are assessed for the following administrative actions:
 - Establishing a new account
 - Transferring an account to a different name when no premises visit is required
2. No fee is assessed for premises visits for the following purposes:
 - Location of a new service
 - Disconnection of service involving a final bill
 - Disconnection of service for cause (account delinquency, failure to comply with these General Rules and Regulations, etc. See Section 22.)
3. Fees are assessed for premises visits for the following actions:
 - Disconnection/reconnection of a service drop at the Consumer’s request for tree trimming/removal, siding repair/replacement, etc.
 - Premises visit during normal working hours \$100.00
(Monday through Friday, 8 a.m. to 3 p.m. EST, non-holidays)
 - Premises visit on weekends, holidays, or \$150.00
outside normal working hours.

Note: Permit may be required

- Same Day Service: Reconnect service disconnected for cause. Applicable fees are:
 - Premises visit during normal working hours. \$50.00
 - Premises visit on weekends, holidays, \$75.00
or outside normal working hours.

4. Fees are assessed for testing meters upon Consumer request as follows:
 - If meter registers greater than 3% slow or fast No Charge
 - If meter registers less than 3% slow or fast:
 - Residential \$50.00
 - Commercial and/or Industrial \$80.00

Note: (See General Rules and Regulations Section 12) Utility will add charge to Consumer’s monthly invoice prior to testing.

5. Meter set fee \$50.00

Note: The meter set fee applies to all meters installed in new construction. This fee is in addition to all other metering fees listed.

The Electric Department charges a fee to help recover the cost of providing metering and associated equipment for new construction and for customers who upgrade electric service. The fees are as follows:

Temporary Service

- Temporary service for construction, trailers, carnivals, etc. \$150.00
(Single-Phase 75 feet or less, supplied by existing electric infrastructure)
- Three-Phase or Non-Typical Temporary Service TBD
(See #9)

Metering Equipment

- Single-Phase - Current transformer rated \$175.00
- Three-Phase - Current transformer rated \$200.00

6. Fees are assessed for investigation of diversion or theft of electricity as follows:

- If allegation is determined to be untrue No Charge
- If allegation is determined to be true \$250.00
- Fee will be assessed for each occurrence.
(In addition to the diversion charge, the Consumer is responsible for repayment of unmetered energy consumption charges, plus any damaged equipment charges. All Utility tampering and/or theft will be prosecuted)

7. If the electric meter is damaged or stolen

- Residential \$55.00
 - Non-Residential TBD (See #9)
- (In addition to a replacement meter and meter set fee, repayment of any unmetered consumption charges and prior to reconnection per Rules Section 21)

8. Special services, including charges for both direct and indirect items, are billed at cost. Examples of special services include:

- Relocate utility facilities to accommodate Consumer convenience
- Installation of pulse contacts (KYZ output)
- Installation of surge suppression devices
- Non-typical Temporary Services will be billed at actual cost per Section 10
- Extraordinary service reliability requirements
- Estimates for special services will be furnished upon request

9. The Utility reserves the right to bill actual charges for direct and indirect costs but not less than the amount shown. The Utility is authorized to make changes or adjustments to fees based on demonstrated cause.

Notes:

- Three-phase equipment installations must be reviewed and approved by Electric Engineering prior to permit issuance.
- The Electric Department does not provide connectors for terminating service conductors.
- The Electric Department has specific electric meter socket base requirements. Please see Exhibit B for specifications.
- Questions about specific installation requirements may be addressed by contacting Utility Electric Engineering at 513-785-7200.

Exhibit “B” – Requirements for Self Contained Meter Socket Installation

City of Hamilton
Electric Department

Requirements for Self-Contained Electric Meter Socket Installations

The following requirements are for self-contained residential/commercial single-phase and three-phase meter sockets and/or meter centers.

1. All meter sockets and meter centers shall comply with all applicable local, state, and national codes as well as these General Rules and Regulations.
2. All meter sockets shall have a “Ringless Style Cover” with a lockable latch and/or cover for proper sealing.
3. The meter for single-family residential service shall be located on the building exterior and shall be installed 4.5 feet to 6 feet above finished grade.
4. On multiple meter installations each individual meter and disconnection means the address shall be permanently marked by an engraved or embossed plaque or plate that identifies each occupancy being served. All permanent addresses must be installed before final electric inspection will be approved. Stickers, labels and markers are not allowed. All single-phase meter sockets will be four terminals unless otherwise specified by the Utility.
5. All multi-gang meters shall be arranged in sequential order.
6. In meter centers with multiple meter sets the supply section shall be separated from the meter section by a permanent lockable and/or sealable barrier.
7. The top of the meter socket enclosure and/or meter center for multi-gang meter installations shall not be greater than 6 feet above final grade.
8. The bottom of the meter socket enclosure and/or meter center for multi-gang meter installations shall not be less than 2 feet above final grade.
9. All commercial self-contained meter sockets shall have a “Lever Bypass” so that the customer can be equalized while the meter is being inspected and/or exchanged.

NOTE: All commercial and residential single-phase service 400 amps or greater shall be installed using a CT cabinet and current transformers.

(Continued)

Approved Meter Socket Specifications

Residential and Commercial Single-Phase 120/240 Volts

Approved Meter Sockets Listed by Manufacturer and Catalog Number

200-ampere, 120/240-volt, single-phase meter sockets for overhead installations.

Milbank #U7021

Eaton/Cutler Hammer #UTRS-202

200-ampere, 120/240-volt, single-phase meter sockets for underground or overhead installations.

Milbank #U7040

Durham #U-RS213

320-ampere, 120/240-volt, single-phase meter sockets for overhead and underground (with bypass lever)

Milbank #U4905 (1 Hub Opening)

Durham #UT-H4330 (1 Hub Opening)

(Continued)

Miscellaneous Commercial

Approved Meter Sockets Listed by Manufacturer and Catalog Number

200 ampere, single-phase, 120/208-volt meter sockets, five terminals, Network

Milbank #U3278-X5T6

Durham #UTG-H4203

200 ampere, three-phase, three-wire Delta meter sockets

Milbank #U9551

Durham #UTG-H7210

200 ampere, three-phase, four-wire meter sockets, overhead or underground three-phase, four-wire

Milbank # U9701

Durham # UT-H7230

150 or **200** ampere multiple gang meter sockets, overhead and underground

Milbank (150) # U1232

Milbank (200) #U1252

Durham (200) #U2R2332

Exhibit “C” – CT Cabinet, CTs, PTs, & Wire Diagram

City of Hamilton Electric Department

Current Transformer (CT) Cabinet, CTs, PTs, and Wire Diagram

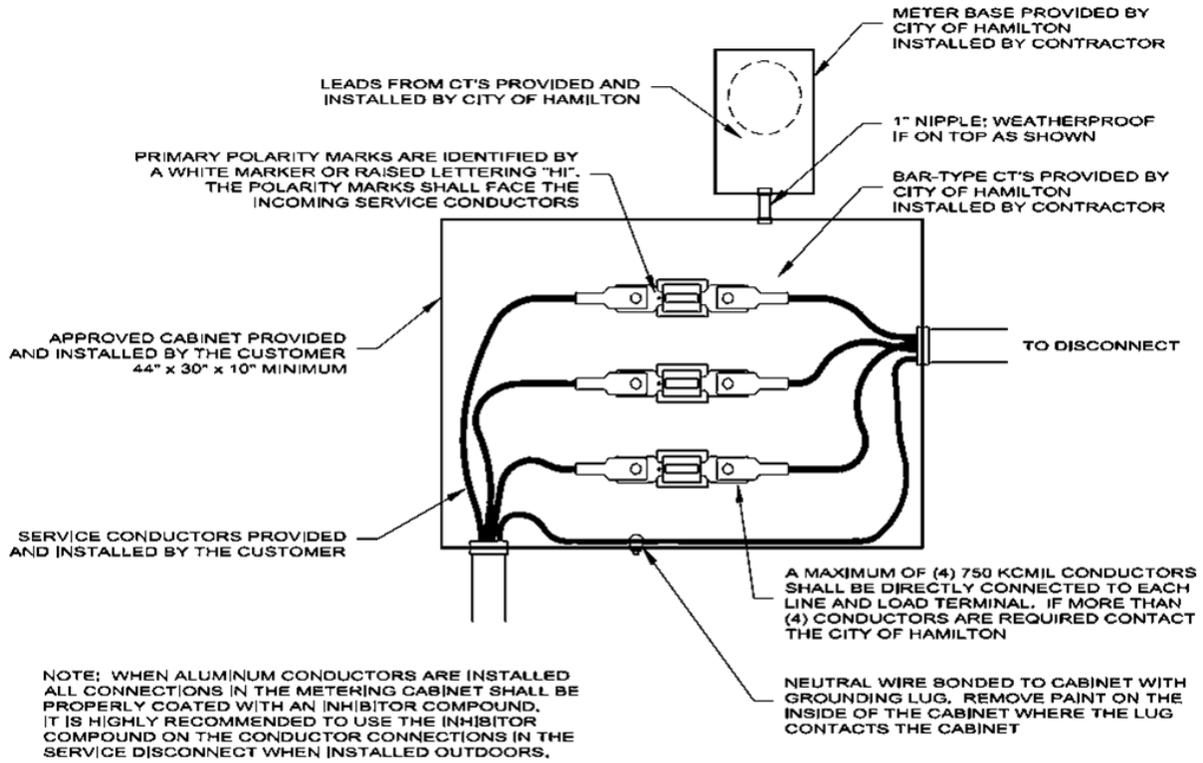
- CT cabinet and CTs are used for electric services that are:
 - Single phase – greater than 400 amps
 - Three phase – greater than 400 amps with voltages 120/240 or 120/208.

Note: All 277/480 Volts Three phase service will require CT & PT installation regardless of size

- The Contractor provides and installs a 44-inch x 30-inch x 10-inch CT cabinet.
- The Utility provides the meter base, CTs and PTs when the service is CT-rated.
 - PTs are used when services are greater than 400 volts.
 - PTs reduce voltage to the meter.
 - AFUS fees must be paid in full prior to receiving CTs, PTs and meter base.
 - Payment is made at Customer Service located on the first floor of 345 High Street.
 - Materials are picked up at the Municipal Garage located at 2210 South Erie Highway (Ohio Route 4).
- Customer Service notifies the Metering Department when AFUS is paid in full.
- Metering Department makes ready the materials for pickup.
 - Materials are typically left as “will call” with the front office.
 - AFUS forms are initiated in Construction Services when a contractor submits Construction drawings for plan review.
 - AFUS stays with construction drawings through the review process of each utility Department.
 - Construction Services stores the approved drawings and sends the AFUS to Customer Services
- Pending AFUS forms are held in Customer Service

(Continued)

Current Transformer (CT) Wiring Diagram



INSTRUMENT TRANSFORMER SERVICE INSTALLATION

5/12/2015 JLM